



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S DETENTIONS LICENSED VOCATIONAL NURSE

Class No. 004626

■ POSITION PURPOSE

Under the supervision of a Registered Nurse, provides nursing care for the medical and psychiatric needs of inmates/patients in a detention facility, and performs related work.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class are found in the Sheriff's Department. Sheriff's Detentions Licensed Vocational Nurses (LVN's) provide nursing care to patients in detention facilities, which include clinics, medical and psychiatric housing units, and general housing units. Tasks performed in the general housing units include medication, lab tests, diagnostic testing, and treatments. This class differs from Licensed Vocational Nurse in that the latter is found in the Health and Human Services Agency and provides skilled nursing care to patients and clients at mental health facilities, a geriatric/long-term rehabilitation hospital, and public health clinics.

■ FUNCTIONS

The examples of essential functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential functions:

1. Prepares and administers oral, intramuscular, and subcutaneous medications to include documenting patient education about medication, side effects, and patient responses.
2. Provides treatments including dressings, catheterization, nebulizer treatments and others as needed.
3. Observes patients' symptoms, behavior, and progress, and keeps clinical records.
4. Responds with Registered Nurses to emergencies involving inmates/patients.
5. Assists physicians and Registered Nurses as directed.
6. Takes temperature, pulse rate, respiration rate, blood pressure, weight, pulse oximeter, and pain level.
7. May perform venipuncture if certified.
8. Assists in preparing and implementing individual patient care plans which may involve transcribing and carrying out doctors' orders.
9. Participates in team conferences regarding patient care and medical updates.
10. Participates in education programs in the Psychiatric Security Unit(s).
11. Assists in laboratory procedures.
12. Assists in patient education.
13. Maintains cleanliness of patient-care areas.
14. Lifts and assists with lifting patients.
15. Maintains appropriate supply of medical items.
16. May assist patients in the discharge process.
17. Documents in the automated Medical Record, Administration Records (MAR, etc.), appropriately and completely, following procedure.

18. May apply constraints to contain patients.
19. May be responsible for follow-up of patient referrals and treatment recommendations.
20. Performs administrative assignments such as filing, answering phones, typing and maintaining statistical logs for the unit.
21. Provides courteous, high quality service to patients and members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, methods, and procedures of nursing care.
- Techniques of administering medications and treatments.
- Common medical terminology, hospital/clinic procedures, and equipment.
- Psychological, emotional, social, and spiritual needs of the patient.
- Business office procedures.
- Telephone, office, and online etiquette.
- County Customer service objectives and strategies.

Skills and Abilities to:

- Employ standard and specialized hospital/clinic techniques, procedures and routines.
- Attend to the personal hygiene needs of patients.
- Perform emergency first aid.
- Perform all essential functions in a fully automated medical information environment.
- Follow oral and written directions and complete records utilizing electronic and hard copy medical charting.
- Maintain patient confidentiality utilizing HIPAA compliance.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the patient's immediate needs and ensure receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

Up-to-date knowledge of vocational nursing through completion of a recognized Vocational Nursing Program and continuing education. Correctional nursing education is desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Occasional: squatting. Frequent: sitting, walking, standing, neck and waist bending and twisting, climbing, repetitive use of hands, simple and power hand grasping, and fine hand manipulation, pushing/pulling of hand, and reaching above/below shoulder level.

Must be able to lift up to 15 lbs., and occasionally 50 lbs.

Manual dexterity which includes the ability to give successful injections and inoculations, initiate an I.V., document all activities utilizing a computer and bar code reader, and use emergency equipment.

Manipulate heavy, large jail keys to include the opening and closing of heavy metal jail doors.

■ SPECIAL LICENSES, NOTES, OR REQUIREMENTS

License/Card

Valid California Class C driver's license is required at time of appointment or the ability to arrange necessary, timely transportation for field travel. Employees in this class may be required to use their personal vehicle. Some positions may require a Class B driver's license within 90 days of appointment.

Current license to practice vocational nursing in the State of California and must be maintained throughout employment.

Current CPR/AED card is required at time of application and must be maintained throughout employment.

Certification in ACLS, ATLS, and/or CCHP are highly desirable.

Certification

Certification of completion of courses in Blood Withdrawal and/or IV Therapy is highly desirable.

Working Conditions

Incumbents may be subjected to communicable diseases and persons that may be potentially violent or disturbed.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a background check.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: FEBRUARY 17, 2006